



Needs Assessment Committee

125 North Main Street, Room 450, Memphis, TN. 38103-2084 576-6610

Meeting Minutes

Thursday, December 3, 2004

160 North Main Street, Mayor's Conference Room, 8th Floor

Executive Committee Scott Fleming,
Chairman
Nick Clark, Vice-Chairman
Cato Johnson, Vice-Chairman
Nisha Powers, Secretary

Committee Members
David Lillard, Commissioner
Deidre Malone, Commissioner
Dr. Thomas Glass
Audrey Howard
David Pickler
Patrice Robinson
Jay Weatherington

Shelby County Government
A C Wharton, Jr., Mayor
John Fowlkes, CAO

Memphis and Shelby County
Division of Planning
and Development
Richard S. Copeland, Div. Director
Louise Mercuro, Deputy Div. Dir.
Wanda Martin, Deputy Director
Shobhan Koneru, Senior Planner
Marion Jones, Senior Planner

Committee members present:

Scott Fleming, Chairman
Nick Clark, Vice-Chairman
Cato Johnson, Vice-Chairman
Commissioner Deidre Malone
Commissioner David Lillard
Dr. Thomas Glass
David Pickler
Patrice Robinson

Committee members absent:

Nisha Powers, Secretary
Aubrey Howard
Jay Weatherington

School personnel present:

Dr. Bobby Webb, Superintendent, Shelby County Schools
Dr. Richard Holden, Assistant Superintendent, Shelby County Schools
Mrs. Maura Sullivan, Director of Research and Planning, Shelby
County Schools
Lavon Alston, Chief Operations Officer, Memphis City Schools
Tom Marshall, Memphis City Schools Consultant
Jimmie Tucker, Memphis City Schools Consultant

Shelby County Administration and staff:

John Fowlkes, Chief Administrative Officer
Kevin Gallagher, Mayor's Office, Public Affairs
Richard S. Copeland, Director, Memphis and Shelby County
Division of Planning and Development
James Huntszicker, Director, Finance and Administration
Grace Hutchinson, Deputy Director, Finance and Administration
Louise Mercuro, Deputy Division Director, Memphis and Shelby
County Division of Planning and Development
Marion Jones, Senior Planner, Memphis and Shelby County
Division of Planning and Development

Visitors present:

Dr. Susan Roakes, University of Memphis, Department of City and Regional Planning

Jodi Groover, Fleming Architects, Inc.

Chairman Scott Fleming called the meeting to order at approximately 8:55 A.M.

- I. Old Business:** Chairman Fleming thanked Cato Johnson, Vice-Chairman and Methodist Healthcare for providing a meeting site for the November 14 meeting and providing breakfast.

II. New Business:

A. Request for Capital Expenditures:

1. The books from Memphis City Schools and Shelby County Schools were distributed to the Committee members and certain Shelby County Administration personnel.
2. Chairman Fleming stated he received many calls about what to submit and what the Committee wanted in the books.
3. Chairman Fleming thanked representatives and consultants from the school systems for the user friendly format and organization of material.

B. Next Steps:

1. Each school system will make a presentation of their capital requests to the Committee on December 9 at 1:30 P.M. in the County Mayor's Conference Room on the 8th Floor. Each presentation should take approximately 30-45 minutes to allow the Committee approximately 15 minutes for questions.
2. Chairman Fleming stated the Executive Committee discussed how to work through the process as well as who could assist the Committee with analysis and add credibility to the committee's recommendations. The Executive Committee spoke with Mayor Wharton. The Mayor suggested the committee enlist the services of Dr. Richard Rhoda.
 - Dr. Rhoda performs this function for the Tennessee Higher Education Commission (THEC). Mayor Wharton called Dr. Rhoda and he has agreed to assist the Committee at no cost. Dr. Rhoda is from Nashville and will not be influenced by local politics. He agreed to use the Committee's guidelines, come to Memphis to hear the presentations, and will assist the Committee with sorting and prioritizing the requests in order to make recommendations.
 - Dr. Rhoda suggested Dr. James Guthrie be contacted to

assist him. Dr. Guthrie is a professor at Vanderbilt University with an expertise in finance. Dr. Guthrie runs the Center for Policy Studies for grades K-12. Chairman Fleming polled the Committee and they agreed.

- Patrice Robinson suggested a person with practical experience in facility management in K-12 should be enlisted. The Committee agreed with Ms. Robinson's suggestion. Vice-Chairman Cato Johnson agreed and felt money could be raised through private sources to enlist such a person. Chairman Fleming agreed.
 - David Pickler inquired about the time frame to review and report to the Committee. Chairman Fleming stated February is the deadline for the Committee's recommendation. Chairman Fleming felt the Committee needed to review the documents so the Committee would be prepared to ask questions. The Committee needs to make sure 1) requests are valid and reasonable
2) resolve last minute questions that may arise and
3) make Committee recommendations so that funding becomes a political question for the Shelby County Board of Commissioners.
4. Vice-Chairman Nick Clark felt the Committee should address methodology, specifically what constitutes a majority of the Committee for voting purposes.

MOTION: Nick Clark made a motion that 7 of the 13 Committee members are required to form a quorum for meeting purposes, 7 members are required to pass or approve an item and a proxy may be used. Patrice Robinson seconded the motion. After a brief discussion on the use of proxies, a unanimous voice vote approved the motion.

5. Chairman Fleming felt the Committee should approve the priorities presented in the PowerPoint presentation at the November 14, 2004 meeting. (Refer to Attachment.)

MOTION: Nick Clark made a motion to adopt the priorities presented at the November 14, 2004 meeting for Needs Assessment Committee recommendations. Patrice Robinson seconded the motion.

- Lavon Alston stated it was problematic for Memphis City Schools to marry its priorities with the Need Assessment Committee criteria. Mr. Alston felt the Needs Assessment Committee should adopt criteria that are more sensitive to Memphis City Schools priorities.
- Memphis City Schools has a different approach to priorities in maintenance concerning funding for new construction, renovation and life cycle cost renewal and demolition. NAC priorities do not lend themselves to justify those requirements.

- Mr. Alston felt the facilities condition index was a better set of objectives to use. Mr. Alston offered to bring in someone to make a presentation to the Committee. Chairman Fleming stated the Committee would appreciate Mr. Alston arranging such a presentation.
- Vice-Chairman Cato Johnson stated the Committee spent considerable time on determining the criteria, but he appreciated Mr. Alston's perspective. Commissioner Lillard felt Mr. Alston's points were well made, but noted most of Memphis City Schools capital requests fall into Priority I and II projects.
- Mr. Alston asked where demolition falls within NAC's criteria.
- Vice-Chairman Nick Clark stated the challenge of the Executive Committee was to define priorities for the two schools systems and to what degree does the Committee change the priorities. Mr. Clark felt the Committee must balance alternatives and reminded the school systems the Committee was on a learning curve to figure out what wheel rolls best.
- Chairman Fleming wanted to see how the facilities construction index dovetails renovation with new construction projects.
- Dr. Holden stated the Shelby County Schools report is organized using the Committee's priority guidelines.
- Tom Marshall stated the Memphis City Schools report contains projects 1-8 and these are independent projects that stand alone.
- Vice-Chairman Nick Clark noticed an environmental conditions chart where projects were listed in alphabetical order. Mr. Clark suggested prioritizing the schools.
- Chairman Fleming asked each school system about its most critical need.
- David Pickler said Shelby County Schools are in priority order, not guideline order. The Shelby County Board of Education voted on the rankings as submitted.

AMENDED MOTION: Vice-Chairman Nick Clark asked to modify his motion to evaluate projects based on "need". Patrice Robinson who seconded the original motion agreed to the change. The Committee by an unanimous voice vote approved the amendment to the main motion.

III. Other Business

- A. John Fowlkes agreed to reserve the Mayor's Conference Room for the Thursday, December 9 meeting at 1:30 P.M.
- B. Patrice Robinson asked about setting a January meeting date.
- C. Vice-Chairman Nick Clark felt time should be reserved for advice from Dr. Rhoda.
- D. Chairman Fleming advised both school systems to go back to their boards and prioritize their projects.
- E. Louise Mercuro advised the Committee that the Berryhill Annexation lawsuit goes to court Wednesday, December 8, 2004. She reminded the group there is a request for the Cordova Middle School before the Committee for funding.

Chairman Fleming thanked everyone for their hard work.

MOTION: Vice-Chairman Cato Johnson made a motion to adjourn. Vice-Chairman Nick Clark seconded the motion.

Chairman Fleming adjourned the meeting at 9:50 A.M.

Respectfully submitted,

Nisha Powers
Secretary

Date

NP/mmj